

Fred Sullivan  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
125 Arthur W. Devine Boulevard  
Warwick, RI 02886  
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## **Board Meeting Minutes**

**Thursday, August 12, 2010, 6:00 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members in Attendance:</b>	<b>Board Members not Present:</b>
Fred Sullivan, Chairman	Gary Jarvis
Aaron Guckian, Secretary	
Steven Sylven, P.E.	<b>Guests:</b>
Peter Ginaitt	Dave Bebyn, B & E Consulting, LLP
	Todd Ravenelle, P.E. GRA, Inc.
	Mr. and Mrs. Howgate, Heights Ave.
	Mr. Tim Martin, Narragansett Bay Ave.
	Mr. Roy Dempsey
<b>Staff Present:</b>	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
Lynn F. Owens, Administrative Coordinator	

**1. Call to Order** At 6:08 p.m. Chairman Sullivan called this meeting to order.

### **2. Approval of Minutes**

- a. Approval of minutes from the regular meeting held July 29, 2010.  
ACTION: Mr. Guckian moved approval. Messrs. Sylven and Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

### **3. March 30, 2010 Pawtuxet River Flooding**

#### **a. Operations & Maintenance Report**

Director Burke stated we are proceeding with equipment upgrades for the blowers, the electrical systems and the plant water system. She said we are making some really good progress on the FEMA Project Worksheets. She said Superintendent Burke is on vacation this week but he plans to be at the next meeting to make a presentation to the Board on the progress of the disaster recovery work and related expenses. Director Burke stated Steve Cabral from Crossman Engineering, Inc. did a site visit and met with

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the Superintendent regarding possible improvements to the levee. She said they have started working on an engineering proposal but there's a lot more to it than she would have thought. She said there's an alphabet soup of regulatory agencies that would need to be involved including the Federal EPA, RI DEM, FEMA, US Army Corp of Engineers, and the US Fish and Wildlife Service. She stated she is hoping to have a proposal for the Board's review soon.

### **b. Collections System Report**

Director Burke stated we are continuing to work on FEMA Project Worksheets for the six (6) pump stations that were knocked out by The Flood. She said Mat Solitro will be directing D'Ambra to complete the final overlay paving in the Diamond Hill Road area very shortly. She said FEMA Project Worksheets for the damaged roads have already been submitted for reimbursement at ninety percent (90%).

### **c. Financial Report of Flood Expenses**

Director Burke provided the Board with the regular bi-weekly spending report for Flood related expenses. She said the flood related spending has slowed down substantially. She said she will provide monthly reports going forward. The Board discussed the impact the Flood had on grinder pumps stored at the facility. Mr. Sylven and Mr. Ginaitt asked about the warranty on the grinder pumps. More information will be provided at an upcoming meeting.

## **4. Operations and Maintenance Division**

### **a. AECOM Contract: Energy Efficiency Projects**

ACTION: Director Burke asked that this item be tabled until the Superintendent and legal counsel have had an opportunity to review the contract. Held until August 24, 2010.

## **5. Construction Division**

### **a. Sewer Project Update Report**

- i. Governor Francis Farms II: Pump Station Change Order, D'Ambra Construction Co., Inc.: \$40,000.00  
ACTION: Held from July 15, 2010.

Todd Ravenelle, P.E., Gordon Archibald, Inc., stated we've gone back to D'Ambra Construction and asked for additional information on this change order. He said they have come back with an additional letter itemizing the costs and information from Boydco (pump station vendor) to justify their costs. He reviewed each line item with the Board members and said the \$40,000 is justified. Director Burke concurred.

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Mr. Ravenelle stated the contract is at the end date (August 4, 2010) and we have come to an agreement with D'Ambra to complete the station by March 31, 2011. He said they will work through the winter; the wet well and dry well will be installed within the next four weeks.

Mr. Guckian made a motion to accept the change order at \$40,000. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Guckian and Ginaitt voted in favor of the motion. Mr. Sylven voted against the motion to accept. Motion passes 3-1.

### **ii. Bayside IV/Longmeadow**

Chairman Sullivan stated we will go out to bid for sewer construction in the Bayside IV/Longmeadow area. He said the Notice to Contractors should be in the Journal next week. Director Burke stated the bid opening will be September 9<sup>th</sup>.

### **iii. Kirby Avenue sewer extension**

Attorney Revens provided the Board with an update on the easements required for this sewer extension. Director Burke stated Mat Solitro is looking at the feasibility of extending sewers via gravity line on Kirby Avenue.

Director Burke stated Mr. Tim Martin, Narragansett Bay Avenue, is here tonight to ask that he be included in the extension of sewers on Kirby Avenue. The Board discussed options to extend sewers to the Martin property. Director Burke stated Mat Solitro is looking at the costs and technical feasibility of extending the line. She said we will bring this back to you on August 24, 2010.

## **6. Billing Services Division**

### **a. Sewer Usage Rate**

- i. Review of consultants' revised usage rate study
- ii. Preparation for appearance before the City Council

ACTION: Mr. Dave Bebyn, B & E Consulting, LLP provided the Board with revisions to the usage rate study. He stated the revised schedule is based on the Board's decision to leave the sewer assessment rate at \$82.00 a foot. He said information has been added to the schedule including a breakdown of the individual items that make up the construction costs. He said there was an increase in the construction cost numbers from the previous schedules. Mr. Bebyn stated the engineers looked at the projects and gave us a harder number on the actual number of properties that could be assessed, removed city owned properties and

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otherwise firmed up the numbers. He said the shortfall over the life of the loan did increase to \$579,000 over twenty years. He said we also looked at the first year payoffs and we adjusted that from 13.5% to a more conservative 7.5%. He said Schedule IV-3 shows the required sewer use contribution to pay the debt; that did increase slightly over the life of the project. He said on Schedule VI-3, we got a harder number on connect capable properties (3437 available units) which also had an impact on the overall calculations. He said the connect capable charge has been adjusted up because there are less units to charge. He said Schedule VIII-1 shows you the various user rate options for consideration.

The Board reviewed the revisions with Mr. Bebyn and Director Burke. Director Burke stated if this conservative model is predictive of what's to come, we may not have to raise rates for four fiscal years following the rate increase for FY11; however, the rates will be examined annually.

Director Burke stated on Monday the City Council will consider a proposed resolution regarding a September 20<sup>th</sup> meeting with the Sewer Authority to review the rate study, mandatory connections, sewer construction and other things. Director Burke stated if the City Council is not interested in contemplating this connect capable fee then WSA would need to raise the rates considerably. Mr. Ginaitt stated that's an issue that they have to take up, as responsible parties. He stated the City Council has to know that if they choose not to go with the connect capable fee, then it will result in an increased (but responsible) rate. Attorney Revens suggested that the Authority set the rate, and if the City Council authorizes WSA to implement a connect capable fee, the rate can be lowered. The Board discussed its options and agreed to present Alternative No. 1 rates, with the understanding that if the City Council authorizes the use of a connect capable fee, rates would be adjusted. The Board agreed to present the revised usage rate study at a public hearing on September 9, 2010 at 6:00 p.m.

### **b. Appeal of Regulation No. 53 On-Site Grant Funds**

- i. Mr. and Mrs. Mark Howgate, 59 Heights Avenue (Plat 335 Lot 7)  
ACTION: Tabled from July 29, 2010.

Director Burke stated Nadine and Mark Howgate live in the Bayside I sewer project area, which is riddled with archaeological issues. She said they are asking for grant funds to help defray the cost of improving their failed on-site system; the improvements have been completed.

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Following discussion of when sewers would be extended in the area, Mr. Ginaitt made a motion to facilitate this \$2,000 grant. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

The Board discussed the grant program's utilization, funding of the program and the possibility of prioritizing the grants for properties serviced by cesspools.

### **7. Administrative Items**

#### **a. Review of FY 2011 Project Priority List and Funding Options**

ACTION: Discussion item.

Chairman Sullivan asked that this item be held for the next meeting. Director Burke asked that the Board review the listing provided in their agenda packets. She said WSA needs to decide whether we want to borrow money this year.

#### **b. Director's Report**

- i. FY 2011 Budget
- ii. Financial Report
- iii. Administrative Schedule

ACTION: Director Burke stated at the next meeting she should have the regular budget report for July; we are still waiting on end of FY10 numbers. She stated the Finance Office needs to complete the recording of usage and assessment revenues and finalize the personnel and administrative-related back charges we get from the City for our share of health care expenses and MIS, Tax Collector and other departmental assistance.

Director Burke stated the next Board meeting will be on Tuesday, August 24<sup>th</sup> and then we would like to resume regular monthly meetings with the next one being September 23<sup>rd</sup>. She stated she will be on vacation the last week of September.

#### **c. Chairman's Report: no discussion.**

### **8. Miscellaneous Items**

#### **a. Marcy McGiveney, 62 Williams Street, to appear before the Board to discuss problems she has had with her grinder pump and the cost of her low pressure sewer service.**

ACTION: Director Burke asked that this be tabled at the customer's request. She said we have asked Ms. McGiveney to put her request in writing. Item tabled.

### **9. Consent Agenda – Correspondence**

#### **a. CRMC Notice to Proceed on Kristen Court pump station (7-26-10)**

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- b. WSA MSCP June 2010 Quarterly Report to CRMC (7-27-10)
- c. WSA to Council members Travis and Donovan regarding connection rates in Capron Farms project area (7-28-10)
- d. WSA supplemental notice of August 2010 meetings (7-30-10)
- e. WSA to John and Suzanne Richmond regarding Cowesett Road sewer extension (7-30-10)
- f. James J. Geremia & Assoc., Inc. regarding Amendment to Facilities Plan for Warwick Neck (7-30-10)
- g. WSA financial report to the City Council (8-2-10)
- h. PCR-134-10 Resolution of the City Council regarding WSA (8-3-10)

ACTION: Director Burke provided the Board with information regarding item 9e. Mr. Guckian moved to accept the consent agenda. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

### **10. Drainlayer Consent Agenda – 2010 Renewal**

- a. Edward A. Aiello, 23 Ninigret Street, Warwick (7-27-10)

ACTION: Mr. Guckian moved to accept the drainlayer consent agenda. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

### **11. New Business** No new business presented.

### **12. Old Business**

- a. Buttonwoods Fire District
- b. WSA Deferment Policy
- c. Mandatory Sewer Connection Program
- d. Sewer Tie-In Loan Fund
- e. Facilities Plan Update
- f. Abatement of Pretreatment Charges
- g. Safety Valve Insurance Revenue Sharing Proposal
- h. Amendments to By-Laws

ACTION: No action taken.

### **13. PUBLIC COMMENT PERIOD**

**Comments only may be addressed to the WSA Board who will take them under advisement.**

Chairman Sullivan invited the public to comment. Mr. Roy Dempsey, 4 Killdeer Road, Warwick, shared his comments with the Board.

### **14. Adjournment**

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Mr. Ginaitt moved to adjourn this meeting. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

At 7:33 p.m. this meeting ended.

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Aaron Guckian, WSA Secretary

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Date of Approval